

Ribbon Cutting

Host Request Form

GREATER YAKIMA
Chamber of Commerce



**We suggest the following for a successful event.
Please check the items you will be providing at your Ribbon Cutting.**

- Light hors d'oeuvres for a minimum of 15
- Drinks for a minimum of 15, *alcohol optional*
- Two minute elevator speech about your business
- Tour of facilities
- Presentation about your business
- Interactive activity
- Demonstration/sample of products
- Provide literature and/or business cards
- Prize give-away or raffle
- Email your logo to chamber@yakima.org

Ribbon cuttings should be scheduled a minimum of two weeks in advance, however to allow us to provide maximum exposure we suggest four weeks. Ribbon cuttings that are held in the lunch hour and afternoons have the best turnout. Forms must be returned to chamber@yakima.org Or to the Chamber offices 10 N. 9th St. Yakima, WA - Until you have a signed form returned to you it is not confirmed. Incomplete forms may delay scheduling. If you have questions please call the Chamber at 509.248.2021

Member Included with membership - Nonmember \$200

Business Name _____

Event Address _____

Requested Date _____ Requested Ribbon Cutting time (exact time) _____

Additional details (Will the Ribbon Cutting be during an open house or event, times?) _____

Phone _____ email _____

We understand that as the host organization, in order to cancel our hosting obligation as dated here, we must provide the Chamber of Commerce a minimum of five days notice.

Host representative (name and title) _____ Date _____

Host event coordinator (Name, email, phone) _____

Chamber staff (signed & returned upon approval) _____ Date _____

Chamber Coordinator Checklist Check form for complete event info Post on member event calendar Send invite to all staff Copy to Ambassador Director Email approved and signed form back to host organization